

## Chapter 3

### Annual Resource Management Plan

The Annual Resource Management Plan (ARMP) is a comprehensive reference document for administering the financial and fiscal resources required to conduct agricultural research within ARS. It is used as a planning and management information tool for research managers in ARS. The automated plan includes budgetary, CRIS, and personnel information for each management unit. Fiscal year (FY) is October 1 through September 30.

**Abbreviations:** See Chapter 22 for commonly used acronyms and abbreviations.

**References:** ARS Resource Management System (ARMS) Manual  
Annual Resource Management Plan System (ARMPS) User's Manual  
Budget Object Classification Codes (BOCC) are contained in NFC's  
Miscellaneous System Manual, Chapter 3, Revision 7  
Annual ARS Administrator's ARMPS Guidance Memorandum  
Annual ARS Area Policy Guidance Memorandum issued by the  
Area Director's Staff  
Manual 230.0M-ARS - Safety, Health and Environmental  
Management Program

**Cross References:** Chapter 18 - Safety, Health, and Environmental Management  
(SHEM)

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The ARMS Manual is designed as a comprehensive reference document for administering the ARS Resource Management System (ARMS). It sets forth the Agency policies established in support of the ARMS and also describes the interactions and relationships of key participants and their respective functional roles and responsibilities. In this context, it is important to note the distinction between ARMS and ARMP. ARMS is the system, the ARMP is its principal (though not sole) component, i.e., the engine that drives the system. The discussion of ARMS outlines the various phases and activities encompassed by the annual budgeting cycle. In contrast, the discussion of the ARMP development, which constitutes the preponderant part of the ARMS manual, is a detailed explanation of each ARMP component and their respective purpose as well as roles, responsibilities, and interactions that are crucial to the accomplishment of the various requirements.

The ARMP development has been automated on the ARS personal computer (PC). Technical details and instructions for using the automated ARMP System to prepare each ARMP component are contained in the Automated ARMP System User's Manual. This manual also contains definitions of many common terms used in the ARMP preparation.

It is essential that all personnel participating in the annual planning cycle have a working knowledge of the overall ARMS process. Not only should participants know their own respective role and responsibilities, but they should also be aware of how they impact the function of others and how others impact their own function. The content of the manual will provide all participants in the process, the tools, and knowledge necessary to accomplish this goal. The relatively complex framework of interactions requires an integrated and cooperative effort on the part of every participant in the system.





United States Department of Agriculture  
Research, Education and Economics  
Agricultural Research Service

**EXAMPLE ONLY**  
Refer to current year memo

April 20, 2000

**SUBJECT:** FY 2001 Annual Resource Management Plan (ARMP)

**TO:** Center/Lab Directors  
Research Leaders  
LAOs

**FROM:** W. H. Blackburn, Area Director /s/

This year the ARMP review process will be similar to last year. Each unit should allow about an hour and a half for the on-site review session. The first 30 to 45 minutes will be used to go over the administrative details and mechanics of the ARMP with the AAO. The remainder of the time will be devoted to an in-depth discussion of the unit's research program and general state of the unit. In addition, I intend to allow time for a question and answer session to include all employees at each location.

The timetable for the 2001 review process is shown on Enclosure 1. Area Office review of the initial ARMPS's submission will be conducted by meeting with the Research Leaders and Directors at several sites within the Area as described in Enclosure 2.

Again this year I intend to use the ARMP, not only as a planning tool, but as a "working document." Fundholders will be expected to make a good faith effort to set aside an appropriate amount of their budget for awards, overtime, temporary labor, travel, RSA's and extramural; then stick closely to these figures as they manage their funds throughout the year.

The Area Office has developed a "NPA Multi-year Analysis" program. Based on your FY-2001 ARMPS, the program will project the fixed and discretionary costs through the out years given a level net-to-location budget. It assumes a 3.7% inflation factor for salary costs and a 2.4% inflation factor for other fixed and discretionary costs. The Area Office will include a NPA Multi-year Analysis generated report along with your reviewed initial ARMPS package. Be prepared to discuss the unit's budget in the context of inflation over the next three years.



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The in-depth discussion portion of the review will focus on the following areas and will require the Research Leader to provide the following input:

- A detailed review of the EEO/CR efforts and results over the past year as well as your plans for the upcoming year with emphasis on hiring, recruitment, outreach, awareness and mentoring efforts.
- A review of Safety, Health and Environmental issues at the location as they relate to your MU.
- A review of personnel issues related to budget, promotions, training, awards, publications, case write-ups, etc.
- A presentation by the RL focusing on the significant outcomes of your research program with emphasis on your customers.
- Security issues: Physical and Computer
- A review of your RSAs, SCAs, and CRADAs.
- OSQR and national program concerns.
- Your efforts with the "Small Farm" initiative.
- Unit concerns.
- Travel and Ethics.

We are faced with many significant issues as we work to manage our research programs over the next several years. By combining our efforts, identifying our customer's needs and focusing our attention on outcomes, we will continue to produce the high quality research ARS has always been recognized for.

Enclosures